**Recording a charge**

Section 1 – About this form

Use this form to record a charge under the Credit Unions (Northern Ireland) Order 1985. Section 31 of the Credit Unions (Northern Ireland) Order 1985 enables charges over the assets of a credit union to be recorded with us. Fixed or floating charges can be recorded.

Use this form to record a charge. If you complete the form correctly and send it to us in time with a copy of the charge, we will record the charge as appropriate and send you a formal notification.

Send this application form and the instrument to us within 14 days (including the date of signing) of the date the charge document was signed.

Before you start completing this form you may find it helpful to refer to our [current guidance](https://www.fca.org.uk/static/documents/fg15-12.pdf) on the FCA’s registration function under the Co-operative and Community Benefit Societies Act 2014 for mutual societies in Great Britain.

For information about our approach to charges please see our guidance at <http://www.fca.org.uk/static/documents/fg15-12.pdf>.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register.

Section 2 – About this application

2.1 What is the name and register number of your credit union?

|  |  |
| --- | --- |
| Society name |  |
| Register number |  |

2.2 Who can we contact about this application?

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Email address |  |
| Phone number |  |

3.2 Who are the parties to the charge?

|  |  |
| --- | --- |
| **Name** |  |
| **Name** |  |
| **Name** |  |
| **Name** |  |

3.3 What date was the charge executed?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

3.4 Please confirm you have attached a certified copy of the charge:

|  |  |
| --- | --- |
| Certified copy of the charge attached |  |

3.5 Has the application been submitted within the 14 day limit?

|  |  |
| --- | --- |
| Yes |  |
| No |  | Please provide reasons below |

If the application is not made within the 14 day limit or any matters are omitted from or mis-stated in the application then the credit union must apply to the High Court to have the application extended or as the case may be, that the omission or mis-statement shall be rectified.

Section 4 – Declaration

Please ensure this form is signed by one of the following:

* The secretary of the society or credit union; or
* A solicitor acting on behalf of the society or credit union; or
* A person interested in the charge on behalf of the society or credit union.

|  |  |
| --- | --- |
| Name |  |
| My signature below confirms that the information in this form is accurate to the best of my knowledge | |
| Signature | |
| Position |  |
| Date |  |

Section 5 – Submitting this form

* + - 1. Please submit a signed, scanned version of your application by email to: mutual.societies@fca.org.uk
      2. Or please submit by post to:
      3. Mutual Societies
      4. Financial Conduct Authority
      5. 25 The North Colonnade
      6. Canary Wharf
      7. London
      8. E14 5HS